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3 January 1958

MEMORANDUM FOR: Medical Staff Career Service Board

SUBJECT: Recommendations of Administrative-Technician Advisory Panel

1. The following recommendations are presented for your consideration:

a. Earlier career planning would aid in the case of selectees for overseas duty and returnees from overseas duty. Personnel should be selected six months prior to expected departure date and personnel due for rotation to the Z.I. should be notified of proposed assignment six months prior to leaving their Field Station. The earlier selection of personnel assigned to overseas duty would give the sufficient time necessary to finalize the many personal duties associated with a PCS assignment. It would also permit training requirements to be completed prior to departure. This notification to field personnel would increase efficiency and improve the morale of all concerned.

b. The upgrading of the following positions is recommended:

(1) Chief, Medical Technician at Headquarters to GS-11. The supervision and training of technicians which is a prime responsibility of the Chief Technician and the anticipated increased workload with the Dependent Examination Program justifies a GS-11 grade.

25X1A6a (2) Senior Medical Administrative Officer position at [REDACTED] to GS-12. Inasmuch as this is the only medical administrative position at the [REDACTED] there are no similar positions that can be used for comparison purposes. This position carries the responsibility for all the administrative details that arise in connection with the FE and SEA Medical Support Program. This responsibility will be broadened with the activation of the [REDACTED] positions.

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DDA	26	REV DATE	BY
ORIG COMP	5	ORIG	39
ORIG CLASS	22	PAGES	2
JUST	22	NEXT REV	20/1
		REV CLASS	01
		AUTH	HR 70-2

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(3) Medical Technician position at [REDACTED] to GS-12. The responsibilities associated with the independent duty, due to the frequent absences of the Medical Officer with the diagnosis and treatment of a large number of personnel and the operational support rendered, warrants consideration for a GS-12.

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(4) Personnel Officer position at Headquarters to GS-12. Due to the increased responsibilities associated with the recruitment of physicians and technicians, including OSI medical personnel, consideration should be given for a GS-12 grade.

(5) Administrative Officer, PCD, at Headquarters to GS-12. Due to the combined responsibilities, assuming the duties of the former GS-12 Admin Officer, PCD, and the Admin Officer GS-11, SSS, this position could be upgraded to a GS-12 level.

2. The upgrading of certain field positions to the GS-12 level would make a more flexible program by giving Headquarters personnel in the GS-12 category opportunity to serve at overseas stations.

3. The members of this Panel would be pleased to discuss these recommendations with the members of the Medical Staff Career Service Board.

/s/

[REDACTED]
Chairman,
Administrative-Technician
Advisory Panel

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